

**Virginia Board of Pharmacy
9960 Mayland Drive, Suite 300
Henrico Virginia 23233**

**Actions to be Taken When Provided an Inspection Deficiency
Notice and Consent Order Resulting from a Routine Inspection**

1. Do not record information on or make changes to the Inspection Deficiency Notice and Consent Order. This is a formal document issued on behalf of the Board.
2. The following actions may be taken.
 - a. If the owner or PIC agrees with the deficiencies:
 - i. The owner or PIC must sign and date the document, print name, and record position/title; and,
 - ii. Within 30 days, submit the following as **one mailing**:
 1. **all** pages of the **ORIGINAL** signed Inspection Deficiency Notice and Consent Order;
 2. check or money order made payable to the “Treasurer of Virginia”; and,
 3. written documentation that the deficiencies have been corrected.
 - b. If the owner or PIC does not agree with the deficiencies:
 - i. Within 14 days, submit documentation contesting the inspector’s findings; OR,
 - ii. Request, in writing, an informal conference to further discuss the matter before a committee of the Board.
3. Failure to respond to the Inspection Deficiency Notice and Consent Order within 30 days will automatically result in the scheduling of an informal conference. The owner or PIC may be subject to disciplinary sanctions by the Board in addition to those listed in the Inspection Deficiency Notice and Consent Order.
4. Complete the CONFIDENTIAL document by providing the pharmacy’s Federal Employee Identification Number (FEIN). Submit this document with your Inspection Deficiency Notice and Consent Order.
5. Contact Ellen Shinaberry at (804) 367-4456 should you have any questions regarding the Inspection Deficiency Notice and Consent Order. Please do not contact the inspector.